



WSP ONLINE ZOOM COURSE GUIDELINES

Please follow these guidelines before and during our Zoom training session.

SET YOURSELF UP IN A QUIET LOCATION & BE ON TIME!

Ensure that you log onto zoom in a quiet location where you won't be disturbed. Please log onto the workshop a couple of minutes early. You will be placed in a waiting room and admitted by the zoom host. Allow enough time to log on so the course can begin on time.

HAVE A RECOGNISABLE ZOOM NAME

Ensure your zoom user name will be recognisable as only registered users will be admitted. This will assist the tutor and other participants for discussion based activities.

KEEP YOURSELF MUTED

Please keep your microphone on mute. If you are not automatically muted upon entry, you can put yourself on mute by selecting the mute button on the bottom right of the screen in the control panel.

TURN ON YOUR VIDEO

Please ensure your video is turned on to allow the tutor and other participants to see you when engaging in the workshop material.

USE CHAT FUNCTION TO ASK QUESTIONS DURING THE SESSION

You will find this function in the control panel at the bottom of the screen.

BREAKOUT ROOMS

During the session we will breakout into small groups for discussion. Please allow everyone an opportunity to speak and put forward their opinion during these discussions.

THANK YOU!



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